

USE PERMIT COMPLIANCE INSPECTION FEE
(Currently only for MUP)

	FEE	INITIAL DEPOSIT	FEE CODE
Permit Compliance Officer Inspection Fee (Code Division)	\$780		3MUPCOMPOO
TOTAL \$780			

FORMS / REQUIREMENTS

- ___ **Evidence of Compliance is needed for all submittals** (see DPLU-241R or DPLU-242)
- ___ **One (1) entire copy of the APPROVED RESOLUTION or FORM of DECISION with the proposed condition(s) highlighted.** Only required for FIRST Submittal. Not required for re-submittals.

[241R Condition Satisfaction Application Initial Submittal Form](#): Use for **FIRST Submittal ONLY**

[242 Condition Satisfaction Re-Submittal Form](#): Use for **ALL Re-Submittals**.

[ZC001 Defense and Indemnification Agreement](#)

FEE NOTES

- ___1. Verify in KIVA if the applicant has paid, or needs to pay the "Use Permit Compliance Inspection Fee."
 - Look in the KIVA Permit Fee Summary to see if the applicant has previously paid any amount under the fee code "3MUPCOMPOO"
- ___2. Use update Property owner information and make sure it is updated in KIVA. Include Phone number.
- ___3. Keep copy of receipt and send receipt along with a copy of the occupancy condition satisfaction letter to the Permit Compliance (PCO) Officer in Code Enforcement Division. **(Lew Balke)**.
- ___4. The PCO will schedule an inspection appointment for approximately six months after occupancy is granted.
- ___5. Only use 241R, if form has never been filled out before and a Post Approval "99" KIVA account has not been opened.